

<b>Position Title</b>	Research Development Officer
<b>Group/Portfolio</b>	Griffith Health
<b>Classification</b>	HEW Level 8
<b>Position Number</b>	00061748
<b>Reports To</b>	Dean (Research)
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

Working under the direction of the Dean (Research), the Research Development Officer will be responsible for identifying, evaluating, developing, structuring, and managing strategic external research funding opportunities for the Health Group.

## 2.0 Eligibility Requirements

- The occupant will hold relevant tertiary qualifications and demonstrated experience in research or grant development, preferably in a Health-related area.

## 3.0 Key Responsibilities

- Provide advice and feedback to researchers on grant applications to stimulate and facilitate growth, diversity and sustainability of externally funded projects including project grants, fellowships, industry linkages, and multi- partner initiatives.
- Provide the Dean, Research with cohesive strategic planning advice on grant applications and submissions internationally and nationally to raise the research capability and profile of the Health group through increased participation in major strategic research collaborations.
- In conjunction with the Deputy Heads of School (Research) and Group Research Centre Leadership, provide specialised support to develop high priority research initiatives as required.
- Provide effective and in-depth assistance to academic staff throughout the grant application lifecycle, including identifying sources of research and infrastructure funding, facilitating research capacity-building activities, reviewing applications to ensure competitiveness and compliance with scheme guidelines, and planning and preparing budgets for research projects.
- Liaise closely with the Research Grants and Research Development teams in the Office for Research and with Griffith Enterprise to offer cohesive support for grant development.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health and safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).